

ENROLMENT POLICY

Document ID	Enrolment Policy
Related Documents	General Regulations; Academic Plan; Academic and Course Progress Policy; Admission Policy; Award of Grades Policy; Courses and Awards Policy; Credit Arrangements and Recognition of Prior Learning Policy; Graduation, Transcripts and Testamurs Policy; Guidelines for Recognising Uncredentialed Learning; Refund Policy; Withdrawal Policy and Procedure
Date	5 July, 2017
Date of Next Review	4 July, 2018
Authorised by	Director of Accreditation, Compliance and Quality Assurance
Approved by	Academic Board 20 July, 2017
Version	1.0
Responsible Officer	Dean
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and the Higher Education Support Act 2003 (Cth)

Contents

1. Purpose.....	2
2. Scope	2
3. Definitions	2
4. Principles of Commencing and Continuing Enrolment.....	3
5. Course and Unit Enrolment and Re-enrolment	3
5.1 Important dates.....	4
5.2 Enrolment load	5
5.3 Unit requirements and variations	5
5.4 Cross-institutional enrolment.....	5
5.4.1 APIC students.....	5
5.4.2 Students to APIC.....	6
5.5 Non-award enrolment.....	6
6 Leave of Absence	7
7 Enrolment After Absence	7
8 Policy Suspensions.....	8
9 Document Change Control	8

1. Purpose

This policy defines the management and administration of student enrolments in all coursework degrees offered by Asia Pacific International College.

2. Scope

This policy applies to all commencing and continuing students participating in coursework units in all courses of study at APIC. This document should be read in conjunction with other related policies (see Related Documents).

3. Definitions

Item	Definition
<i>Absence</i>	Any period of approved or mandated leave from study.
<i>Academic status</i>	Identifies a student's standing in regard to whether progress in their course is satisfactory or not.
<i>Award course</i>	A structured sequence of study leading to an award of a Diploma, Bachelor Degree, Graduate Certificate, Graduate Diploma, or Masters Degree, which when successfully completed is conferred on the graduand by the Governing Board of APIC.
<i>Commencing student</i>	Any student who is enrolled in an award course at the College for the first time.
<i>Continuing student</i>	A student who has been admitted to the College and has been enrolled in an award course at the College for at least one teaching session, and whose enrolment in the course has not been cancelled.
<i>Co-requisite unit</i>	A unit of study which must be completed prior to or at least concurrently with enrolment in another specified unit of study.
<i>Exclusion</i>	Permanent cancellation of a student's enrolment in their course and the termination of their rights and privileges as a student of APIC, including their right to re-apply for admission.
<i>Teaching session</i>	A specified period of time during which formal teaching is scheduled. Either a Semester or a Summer session.
<i>Letter of Offer</i>	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
<i>Non-award student</i>	A student who is enrolled in a unit(s) without having been admitted to an award course at the College.
<i>Onshore international student</i>	A holder of a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.
<i>Pre-requisite</i>	A unit of study or other requirement which must be completed prior to enrolment in another specified unit of study.
<i>Suspension</i>	Temporary cancellation of a student's enrolment in their course and the withdrawal for a specified time of their rights and privileges as a student of APIC.
<i>Unit</i>	A component of an award course with specified assessment requirements for which a final grade is awarded upon completion, a.k.a. 'subject or 'module'.

4. Principles of Commencing and Continuing Enrolment

The following principles form the foundation for this policy and inform its design and implementation:

All commencing and continuing students must be enrolled in order to formally participate in classes and other scheduled activities in relation to their course and/or unit(s), and to receive a final mark and grade;

All commencing and continuing students are ultimately responsible for ensuring that their course and unit enrolment details are current and correct, including and not limited to:

- ensuring they are enrolled in an appropriate number of units for the teaching session;
- ensuring that any specified unit pre- and/or co-requisites, or other special requirements have been met; and
- ensuring their enrolment meets course requirements and is consistent with approved course structures.

A normal full-time enrolment is four units per each Semester (i.e. Semester 1 and Semester 2); refer ([Academic and Course Progress Policy](#))

Onshore international students can maintain a 'full-time enrolled' status by enrolling in no less than three units per each Semester (i.e. 0.75 of a normal full-time load); (refer [Academic and Course Progress Policy](#))

Onshore international students will be permitted to enrol in less than three units in their last semester, for the purposes of completing their course;

All students may choose to enrol in up to two units in the Summer teaching session.

Enrolled students will be identified as having 'Current Student' status on RTO Manager.

Students will not be permitted to re-enrol in units which they have already passed.

Prior to the commencement of each academic year, the College will publish an Academic Calendar detailing:

- start and end dates for each Semester and for Summer;
- last date to enrol in a unit for each Semester and for Summer
- census dates for each Semester and for Summer; and
- dates for the formal examination periods at the end of each Semester and Summer.

For the purposes of assuring learning, the last day to enrol in a unit will normally be the Friday of Week 2 during each Semester and the Friday of Week 1 during the Summer teaching session.

The census date for each unit will be the Friday of Week 4 during each Semester and the Friday of Week 2 during the Summer teaching session.

5. Course and Unit Enrolment and Re-enrolment

All students are ultimately responsible for their own enrolment and academic progress and are expected to complete all prescribed requirements to qualify for award of their qualification within the maximum time to completion for their course or unit(s). (refer [Academic and Course Progress Policy](#))

All onshore international students are expected to maintain an enrolment load that will allow them to complete their course within the normal full-time course duration specified in the Confirmation of Enrolment issued with their visa. Completing within the normal full-time course duration is a specific condition of holding

an international student visa in Australia. APIC has a legal obligation to notify the Australian government Department of Immigration and Border Protection of onshore international students who have made unsatisfactory academic progress, which may result in the cancellation of their student visa. (refer 4. Principles of Commencing and Continuing Enrolment)

Continuing students not intending to study in a semester must apply and be approved for Leave of Absence unless they have completed all the requirements for their enrolled course. (refer 6. Leave of Absence)

All students are required to ensure that they have completed their enrolment by the published census date for the teaching session (refer 5.1 Important dates). Students who have not completed their enrolment by the census date may be regarded as having withdrawn from their course and may need to apply for re-admission in order to resume studies.

Commencing students will have completed their enrolment and will be identified as having 'Current Student' status on RTO Manager on completion of all of the following:

- apply for admission; (refer [Admission Policy](#), and [Admission Procedure](#))
- accept their issued Letter of Offer and meet any conditions as specified in the Letter of Offer. International students must also meet all visa requirements;
- attend a student Orientation Day;
- provide proof of identity;
- pay all compulsory course and/or unit fees;
- update personal contact details; and
- select units of study in accordance with the requirements for their course (refer 5.2 Enrolment load, and 5.3 Unit requirements and variations)

Continuing students will have completed their enrolment and will be identified as having 'Current Student' status on RTO Manager on completion of all of the following:

- pay all compulsory course and/or unit fees;
- update personal contact details; and
- select units of study in accordance with the requirements for their course (refer 5.2 Enrolment load, and 5.3 Unit requirements and variations)

5.1. Important dates

Commencing students will be expected to be enrolled by the Friday of Week 2 of their first Semester, and by the Friday of Week 1 if they commence studies during the Summer teaching session.

Continuing students will be expected to be enrolled by the Friday of Week 1 of each Semester and Summer teaching session.

The last day to enrol in a unit will normally be the Friday of Week 2 during each Semester and the Friday of Week 1 during the Summer teaching session.

The census date in each Semester and in Summer will normally be the last day to withdraw from a unit without academic penalty. The census date is the Friday of Week 4 during each Semester and the Friday of Week 2 during the Summer teaching session. Students may withdraw from a unit without academic penalty until midnight on the published census date for the teaching session. (refer [Refund Policy](#))

Under special circumstances, the Registrar and/or the Dean may approve for a student to enrol in a unit(s) after the published last day to enrol for the teaching session, or to withdraw from a unit(s) without academic penalty after the published census date for the teaching session. (refer [Refund Policy](#))

Students who are approved to withdraw from a unit(s) after the published census date and without academic penalty will be awarded a grade of W - Withdrawn (without academic penalty) for the unit(s). (refer [Award of Grades Policy](#))

5.2. Enrolment load

A normal full-time enrolment is four units per each Semester (i.e. Semester 1 and Semester 2) and two units in the Summer teaching session.

Under special circumstances, the Registrar and/or the Dean may approve for a student to enrol in excess of a normal full-time load. Only one additional unit per teaching session will usually be approved (i.e. up to five units in Semester 1 and/or Semester 2, and up to three units in Summer).

5.3. Unit requirements and variations

Some units of study may require students to have first completed a pre-requisite unit or to be concurrently enrolled in a co-requisite unit. Some units may also have special requirements that must be met before a student can enrol in the unit(s).

Unit pre-requisites, co-requisites, and/or other special requirements will be detailed in the Unit of Study Guide for the unit(s) where required. Students are ultimately responsible for ensuring that any specified unit pre-and/or co-requisites, or other special requirements have been met.

Any student who has completed a pre-requisite unit(s) and has been awarded a mark of 50 or higher for the unit (refer [Award of Grades Policy](#)), or who has been granted Recognition of Prior Learning for a pre-requisite unit(s) (refer [Credit Arrangements and Recognition of Prior Learning Policy](#)) will be deemed to have met the pre-requisite requirements.

The relevant Director of Studies may approve for unit pre-requisite and co-requisite requirements to be waived in the case where a student has not completed a pre-requisite unit and/or is not enrolled in a co-requisite unit and can demonstrate that they have met the pre-requisite and/or co-requisite requirements for the unit(s). (refer [Guidelines for Recognising Uncredentialled Learning](#)) The relevant Director of Studies may additionally grant exemption from any pre-requisite and/or co-requisite unit(s) where it can be demonstrated that enrolment in the requisite unit(s) would disadvantage the student. (refer [Courses and Awards Policy](#))

Unit special requirements will not normally be waived. In exceptional circumstances only, the Deputy Dean Academic may waive a unit special requirement.

Students must seek approval from the relevant Director of Studies for unit variations and substitutions which are not a part of the approved course structure.

All approvals for pre-requisite, co-requisite and unit special requirement waivers, unit variations and substitutions must be fully documented and recorded on the Student Management System.

5.4. Cross-institutional enrolment

5.4.1. APIC students

Students at APIC may elect to enroll in a unit(s) with another registered higher education institution in the case where:

- core units required for the completion of an award course and/or major are not on offer at the College in the Semester during which the student is required to complete the unit(s); or
- elective units that the student wishes to enroll in are not on offer at the College.

The Deputy Dean (Academic) may approve applications by APIC students for cross-institutional enrolment on the condition that the student provides evidence that the host institution has approved the student's enrolment in the unit(s).

Applications for cross-institutional enrolment will only be approved for unit(s) at the same AQF Level as the award course in which the student is currently enrolled at APIC.

Recognition of Prior Learning towards the completion of the student's APIC award course will be agreed when the application for cross-institutional enrolment is approved, and granted when the student provides evidence of having successfully completed the cross-institutional unit(s). (refer [Credit Arrangements and Recognition of Prior Learning Policy](#))

Up to 50% of the enrolled award course must be completed at APIC. The approval of applications by APIC students for cross-institutional enrolment will take into account any prior granted Recognition of Prior Learning to ensure that at least 50% of the enrolled award course is completed at APIC.

If a student will not be enrolled in any units at the College whilst undertaking approved cross-institutional study, they will be identified as having 'Inactive' status on RTO Manager until the end of the teaching session during which they are a cross-institutional student.

All approvals for cross-institutional enrolment, including agreed Recognition of Prior Learning, must be fully documented and recorded on the Student Management System.

5.4.2. Students to APIC

The Dean may approve applications by students from other registered higher-education institutions for cross-institutional enrolment on the condition that the student provides evidence that the student's institution has approved the student to undertake cross-institutional enrolment in the unit(s) at APIC.

Approval of applications by students from other registered higher education institutions for cross-institutional enrolment at APIC will be subject to available capacity on the campus at which the student wishes to enroll in the unit(s).

Cross-institutional students to APIC from other registered higher education institutions will be eligible to receive from APIC a Statement of Attainment upon successful completion of their cross-institutional unit(s). (refer [Graduation, Transcripts and Testamurs Policy](#))

5.5. Non-award enrolment

A non-award unit is one which does not form a part of, nor leads to the conferring, of a APIC award course.

Eligible applicants may enroll in a non-award unit(s) with the approval of the Dean. (refer [Admission Policy](#))

Approval of applications by students for non-award enrolment at APIC will be subject to available capacity on the campus at which the student wishes to enroll in the unit(s).

Applications for non-award enrollment will not be accepted after the Friday of Week 2 during each Semester and the Friday of Week 1 during the Summer teaching session. (refer 5.1 Important dates)

Students enrolled in non-award units will be eligible to receive from APIC a Statement of Attainment upon successful completion of their non-award unit(s). (refer [Graduation, Transcripts and Testamurs Policy](#))

6. Deferral, Leave of Absence, and Withdrawal

The College recognises that students may need to defer, take a Leave of Absence from, or withdraw from studies.

Deferral is the formal process of delaying the start date of a course for which a Letter of Offer has been accepted before commencing in the first teaching session for the course. Students may defer their admission up a maximum of 12 months from their course start date. (refer [Admission Policy](#))

After commencing the first teaching session in an award course, continuing students intending to take leave from their studies should apply for Leave of Absence to the Registrar using the on-line [Leave of Absence Application Form](#).

The maximum period of Leave of Absence that will be approved is one semester. Where circumstances warrant a longer period of leave, a student should be directed by the Registrar to withdraw from their course with the option to apply to resume their studies at a later time.

In total, no more than two semesters or one half of the total course duration whichever is shorter, whether successive or spaced will be approved to be taken as Leave of Absence from an award course.

Withdrawing from all units or failing to enrol in any units for the current teaching session does not constitute Leave of Absence. Students who fail to enrol in any units for the current teaching session for their course, and who have not been approved for Leave of Absence, may be regarded as having withdrawn from their course and may need to apply for re-admission in order to resume studies.

Leave of Absence should normally be applied for prior to the published census date for the teaching session. Students who are approved for Leave of Absence after the published census date for the teaching session will be awarded a grade of W - Withdrawn (without academic penalty) for any enrolled unit(s). (refer [Award of Grades Policy](#))

Students with an academic standing of Suspension or Exclusion will not be eligible for Leave of Absence. (refer [Academic and Course Progress Policy](#))

Approved and/or mandated periods of absence do not count towards the candidature duration.

7. Enrolment After Absence

Any student who resumes study after a period of approved and/or mandated absence will do so in accordance with all rule, policies, guidelines and procedures that are current as at the time of resumption of study.

Students will be subject to the same course completion rules as were current as at the time they commenced their absence.

To resume studies, students must enrol in units for the teaching session to signal their intention to return to study after their period of absence.

Students returning to studies must enrol in units by the same date continuing students are required to finalise their enrolment. (refer 5.1 Important dates)

Students with an academic standing of Exclusion will not have an automatic right to resume studies at the College. Excluded students wishing to resume study must apply to study through the normal application process for the course to which they are seeking entry. (refer [Admission Policy](#))

8. Policy Suspensions

This policy supersedes the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 3. Studying at APIC, clauses: 3.1 Taking Units from Other Institutions 3.2 Freelance and Unit Enrolment Students 3.4 Leave of Absence Section 5. Enrolment Section 6. Assessment, clauses: 6.25 Withdrawals and Academic Penalties 6.26 Withdrawal and Tuition Fees 6.27 Transfer Between Units 6.28 Repeated Withdrawal	27 April, 2016

9. Document Change Control

Version	Change Description	Date	Author
1.0	New policy	5 July, 2017	Craig Ellis